



Summer Food Service Program Sponsor Training

Summer 2016 Thursday, April 28th 1:30-3:30pm

Goals for Training



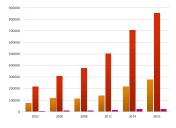
- · Outline Options for Outreach
- · Review SFSP Guidelines
 - Key sponsor responsibilities
 - New policy releases
- · Resources
 - Websites
 - Nutrition Guide
 - Administrative Guide
- Complete Civil Rights training for sponsors







18 new Sponsors for 2016 and adding!

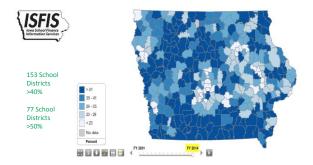




The Need in Iowa - 2002 USFIS Vos Finder Finance Information Services 27 School Districts at >40% 3-34 22-38 22

The Need in Iowa - 2014





Growing the SFSP in Iowa



- What can you do to help expand the reach of the program?
 - Extend the length of time meals are served
 - Establish new serving sites
 - Partner with community members to promote the program & extend your outreach
 - Plan activities at your site to draw larger participation
 - If you operate a closed program, open up your site
 - Add an additional meal service to your site





Sponsor Responsibilities

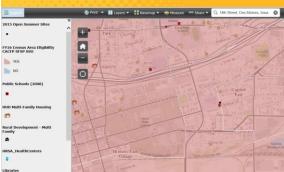


- · Outreach
- Site Determinations & Oversight
- Internal Monitoring
- · Meal Requirements
- · Reimbursement
- · Civil Rights
- Program Renewal & Deadlines





Locate sites: USDA Capacity Builder www.fns.usda.gov/capacitybuilder



Outreach to Households



- Healthy, Hunger-Free Kids Act of 2010
- Requirement of <u>schools</u> to distribute materials to inform families of the availability and location of SFSP meals in their district boundaries
- · Sponsors/sites can be school or non-school
- · Must actively make contact with each family
 - Suggested: one written and one electronic notification
- · Media Release Required
 - Provide copy to State Agency



Outreach



- Register your Summer Feeding Sites for the National Hunger Hotline
- United Way 211



- Food Banks
- Register volunteer opportunities with: www.serve.gov/endhunger



Outreach



https://www.educateiowa.gov/pk-12/nutrition-programs-0

Promotional templates on DE SFSP webpage:
 Logo • Flyer • Lawn Sign • Banner • Press Releases





Summer Meals Toolkit



www.fns.usda.gov/sfsp/summer-meals-toolkit

- · Summer Meal Sites
- · Reaching Families
- Communication Strategies
- Resources

Summer Meals Toolkit





PSA's

Text 'Food' to 777-777











Promotional Banners/Signs









Promotion



- Flyers sent home in backpacks
- Articles in school newsletter, on school menus, & in church bulletins
- Notices on school websites and via e-mail & phone blast systems
- · Ads in local newspaper
- PSAs on local radio stations
- Flyers distributed on car windshields
- Door hangers on houses in neighborhood of site
- Post flyer at local convenience stores, libraries, grocery stores & apartment complexes



Participation



- Establish sites central to numerous activities in place at school- team practices, summer weightlifting, summer enrichment, and swim lessons
- Provide programs at sites in partnerships with 4H, Girl Scouts, County Conversation & Extension Offices, and Public Library
- · Partner with local city
- Select sites that have a high population density or that are in close proximity to a swimming pool, rec facility, or other planned activities
- Provide transportation to rural communities
- Establish mobile feeding sites when barriers in place
- Utilize incentive prizes to draw children back to the site

Partnerships in Site Operations



- Maximize Community Resources
 - Volunteer Assistance
 - · Site Operation
 - · Programming enhancements
 - Donations In-Kind
 - · Facilities use
 - Time
 - · Food and non-food items

12	91
4	Š
No. of Street, or other Persons and the Person	



Questions on Outreach?







Site Determinations



- Open
- Enrolled
- Residential or Day Camp



Open Sites



- Serve meals in areas with a high concentration of needy children (50% or more free/reduced)
 - School Data
 - Census Data
- Serve children up to 2 meals per day
- · Children 18 and under
- Site is guaranteed 5 consecutive years of operation



Area Eligibility Using Census Data



- · SFSP Sites are considered area eligible if:
 - $-\,50\%$ or more of the children in the CBG are eligible for free/reduced meals
 - 50% or more of the children in the Census Tract are eligible for free/reduced meals
 - The average % of free/reduced eligible children in up to 3 adjacent CBGs is 50% or more
 - Each CBGs must be at least 40% free/reduced eligible



FRAC Summer Mapper



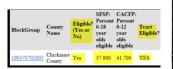


http://216.55.168.186/FairData/SummerFood/map.asp?command=scope&map=0



Census Tract - FRAC Map





Features Found (Scredetails)	oll & Click	for
2010_Block_Groups	191530051	001
2010_Census Tract	191530051	00
2010_ZIP Code	50319	
Census Place	Des Moine	s IA
	DES MOIN	VES .
Eligible? (Yes or No)		Yes
SFSP: Percent 0-18 year olds eligible		81.600
CACFP: Percent 0-12 year olds 100.000 eligible		100.000
TotPovUniv18BG		190
Num18BG		155
TotPovUniv12BG		155
Num12BG		155

Area Eligibility Mapper www.fns.usda.gov/areaeligibility



Participants Eligible for Free and Reduced...



Open Sites Alternative Data Sources



- · Department of Welfare
- Zoning Commissions
- USDA Rural Development Housing Authorities
- Housing & Urban Development (HUD) Housing Authorities
- · Local Housing Authorities



Enrolled Sites serve...



- · Identified group of low-income children who:
 - Live in a "pocket of poverty"
 - Attend a program providing organized activities
 - Are transported to a congregate meal site in an are that is not low income
- · Document eligibility by individual eligibility:
 - Project enrollment on site application
 - Report actual enrollment during the first week and for each session
- · Document eligibility by area eligibility:
 - School data
 - Census Data



Enrollment Information



- · Enrolled sites must be evaluated annually
- Summer Food Service Program Sponsors may receive eligibility information from schools
- Confidential information available to only those persons who directly require the information





Residential & Day Camps



- Sponsors determine individual eligibility for each participant
 - Applications
 - Shared school data
- Reimbursement paid for meals served to eligible participants only
- Maximum of 3 meals per day or 2 meals and 1 snack



Camp Eligibility Determination



- · Utilize shared school eligibility
- · Use income eligibility application
- Use Upward Bound form to collect information on household size and income





<u> </u>	Property of	S.
Questions about Site Determinations		
Ouestions about Site Determinations		á
	200	





Letter to Health Department



- Health Department must be notified in writing of all SFSP site locations
 - https://dia.iowa.gov/food-and-consumer-safetybureauSample letter
- Arrangements for prompt and regular trash removal must be made
- · State Agency pays for health inspections, if needed
- School Sponsors Update IowaCNP!



Food Service License



- Sites must meet State and local public health standards
- · SFSP sites must now have a food service license
- · Exceptions:
 - Park Sites
 - Sites that distribute individually packaged/boxed meals or individually containerize items





Training



- · Sponsors must:
 - Train All administrative and operational staff prior to the first day of service
- · Include Civil Rights training
- Must document training and maintain with other summer records
 - Date & signatures of who attended
 - Topics covered



Site Training Requirements



- · Purpose of the SFSP
- · Site eligibility
- · Record keeping
- · Site operations
- · Meal pattern requirements
- · Monitoring visits & reviews
- · Civil Rights training
- · Food Safety Guidance





Internal Monitoring: Site Visits



- · Pre-operational Visit
- · First week visit
 - Recommended for all sites
 - Required of all new sites
 - Returning sites no longer have to complete first week site visit if site operated successfully during the prior year

Internal Monitoring: Site Review



- · Site review
 - Required for ALL sites
 - Complete for all programs at least once during $\mathbf{1}^{\text{st}}$ four weeks of program
 - Must observe entire food service
 - · Delivery or preparation
 - Meal Service
 - · Clean-up
 - · Items observed on initial visits
 - · Site paper work



Internal Monitoring: CACFP At-Risk sites



- Not required to monitor sites based on both SFSP & CACFP at-risk requirements
- May follow CACFP monitoring schedule year-round
 - 1 of the 3 annual reviews must occur during the summer
 - Review for SFSP requirements
 - Include the review of a meal service
 - Be unannounced



Questions on Oversight?







4	\mathbf{a}
J	

Nutrition Guide



- Located on the DE SFSP website
- Provides excellent overview of nutrition requirements
- Pages 30-35 provide sample menus



SFSP Meal Requirements



- · Lunch/Supper
- 2 oz. Meat/Meat Alternate
 - 34 cup fruit/vegetable from 2 sources
 - 1 grain/bread
 - 8 oz. any fluid milk
- Schools and Organizations vending from schools can elect to utilize the NSLP New Meal Pattern
- The entire meal must be disallowed if any component does not meet the minimum requirements
- Maintain planned menu with portion sizes documented on it.

SFSP Meal Requirements



- Breakfast
 - 1 grain/bread
 - ½ cup fruit or vegetable
 - 8 oz. milk
- Snack
 - 2 components selected from:
 - 1 oz. meat/meat alt.
 - ¾ fruit or vegetable
 - ¾ fruit or vegeta
 1 grain/bread
 - 8 oz. milk
 - Milk and juice cannot be served together



Promoting Nutrition in Summer Meals

- · Perfect time to incorporate seasonal fresh fruits & vegetables
- Additional foods served at meals & snacks must fit into one of the meal pattern components
 - Fresh fruits & vegetables
 - Lean meats and unprocessed cheeses
 - Whole Grains
- Those items that are not creditable cannot be paid for with SFSP reimbursement.
- · Non-Creditable Examples:
 - Pudding, Ice Cream, Popsicles
 - Potato Chips
 - Fruit leather or roll-ups
- Improve menus with fresh fruits & vegetables, lean meats, whole grains, and unprocessed cheeses



Food Buying Guide



- http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs
- Example Raw Turkey Roast for BBQ Turkey Sandwich
 - 1 lb as purchased = 0.66 pounds cooked
- Example Turkey Ham for sandwiches
 - 1.7 oz serving = 1 oz creditable meat
 - Due to fillers and additives
- Ex. Fresh Strawberries
 - 1 pint container = 7.9, 1/4 cup servings
 - $-1 lb = 10.5, \frac{1}{4} cup servings$



Points to Remember – Grains and Breads



GROUP A	MINIMUM SERVING SIZE FOR GROUP A
Bread type coating Bread sticks (hard) Chew mein moodles Crackers (saltines and stock crackers) Crounds Pretzis (hard) Stuffing (Ard) Note: weights apply to bread in stuffing	1 serving = 20 gm or 9.7 oz ½ serving = 15 gm or 0.5 oz ½ serving = 10 gm or 0.4 oz ½ serving = 5 gm or 0.2 oz
GROUP B	MINIMUM SERVING SIZE FOR GROUP B
Bargh Barne type conting Barne type conting Barne (special see the se	1 serving = 25 gas of 9 9 oz N serving = 19 gas of 3 oz 10 serving = 10 gas of 3 oz 10 serving = 15 gas of 5 oz S serving = 6 gas of 6 2 oz
GROUP C 1	MINIMUM SERVING SIZE FOR GROUP C
Condernal Commercia Commercia Communities Communities Communities Communities Pancoles Pic craw (desert pies ² , fruit numovers ² , and mentiment alternate poes) Waffler Waffler Waffler	1 serving = 31 gm or 1.1 oz % serving = 23 gm or 0.8 oz % serving = 15 gm or 0.6 oz % serving = 8 gm or 0.3 oz

Grains and Breads

Procurement/Purchasing



- A systematic multi-step approach to acquire goods, supplies, and services.
- Informal Procurement
 - Micro-Purchase
 - · Purchases between \$0-\$3,500
 - Must distribute purchases equitably
 - Small Purchase
 - Purchases between \$0-\$150,000 or local threshold, most restrictive
 - ALL purchases must be competitive and offer free and open competition



- Purchases over \$150,000 or local threshold, most restrictive
- Invitation for Bids
- Request for Proposals





Micro-purchase and Small Purchase (Informal)

Micro-Purchase	Small Purchase (Informal)
Procurement event <\$3,500 or < local purchase threshold. Use most restrictive threshold	Procurement event -> \$0 and <\$150,000 or < local purchase threshold. Use most restrictive threshold
Written specification not required but encouraged	Written specification required
Not procured competitively	Obtain price quotes from at least two vendors. Encourage obtain prices from three vendors
Divide purchases equitably among vendors, prices should be reasonable	Lowest, most responsive and responsible vendor
Documentation – receipts and invoices that are	Documentation – Specifications, vendors and

More Information to Come on a Written Procurement Plan



Buy American



- · Purchase domestically grown & processed foods
- · Exceptions:
 - Product is not produced or manufactured in
 - · In sufficient quantities
 - · Or of satisfactory quality
 - Competitive bids reveal that the costs of a U.S. product are significantly higher than the foreign product
- · Include a Buy American clause in all procurement documents issued



Geographic Preference



- The Food, Conservation, & Energy Act of 2008 allows sponsors to apply a geographic preference on the procurement of unprocessed locally grown or raised products
- USDA does not define the geographic area to be considered as local
 - The sponsor can make that determination
 - Must not define local in a manner that restricts free and open competition
 - Recommend at least 3 sources be contacted who are eligible, able, and willing to provide locally grown products





Geographic Preference



- Applies to unprocessed agricultural products
 retain their inherent character
- · Unprocessed agricultural products include:
 - Locally grown fresh fruits & vegetables
 - Are allowed to be washed and bagged
 - Fruits & vegetables may be frozen and bagged
 - Locally raised eggs & pasteurized milk
 - Eggs may be placed in a carton
 - Locally raised poultry & livestock
 - Butchering may include grinding beef or pork
 - Canned local fruits & vegetables are NOT allowed
 - Heating changes the inherent character



Vended Meals



- Informal bidding process for contracts less than \$150,000 or based on local policy
- · Invitation for Bid to the 3 vendors
- · Contract Agreement to Furnish Food Service





Recordkeeping - Vended



- Please make sure that your vendor provides you with a daily delivery receipt that includes:
 - A menu with portion sizes
 - Recipes for mixed dishes (daily or ahead of time)
 - Number of meals delivered
 - Site staff confirm & keep on file
- Sponsor responsibility to ensure that the meals provided meet the daily meal pattern
- Establish with you vendor a means to adjust your meal orders and to communicate quality or delivery concerns
- Records must be maintained for 3 previous years plus the current summer



Meal Service Time



- Sponsors must report and follow plans for meal service times
 - Provide information to site
 - Site should notify sponsor of need for change
 - Update IowaCNP with any meal service changes
 - Meals served outside of the established meal service may be disallowed
 - No federal time limits on duration of a meal service
 - No federal requirements on amount of time to elapse between meals and snacks



Meal Service



- · Plan one meal per child
- · Same meals to all children
- Meals must be consumed on-site
- Meals counts must be taken at the point of service
- · Supervise children
- Second complete meals are optional
- · Local health & sanitation regulations
- Outdoor serving sites must provide shelter



Leftover Meals



- · Monitor site reports on attendance
- · Store safely or throw out
- Transferring Meals
 - From 1 site to another
- Seconds
 - Claim reimbursement for up to 2% of 1st meals served
- Share Table
 - Children may plan to return items they do not intend to eat
- Donations
 - Homeless Shelter, food banks, food pantries



Feeding Adults



- Served after all children are fed if adult meals are not planned in meal production
- Served the same portions as children
- · Pay full cost of the meal
- Income from adult meals is documented
- Reimbursement is not provided for program adults meals



Ala Carte Sales



- · Adult meals or ala carte sales is optional
- Non-program and Program expenses and revenues must be tracked separately
- Reimbursement must be used solely for conducting nonprofit food service operations



1	9

Questions on Meal Requirements?





Exceptions to Meals On-Site



- · Sponsor may choose to allow food to go off-site
- May allow one fruit, vegetable, or grain item offsite
 This practice must be monitored by staff
- Must be from own plate OR a share table
- Meals must be disallowed if more than one item is taken off-site of un-allowed food item
- · Arrange for adequate supervision



Exception to Meals On-Site: Field Trips



- · Meals may be claimed with State Agency notification
- · Notify State Agency of any cancellations
- If the field trip was NOT submitted to the SA, meals served may be considered to be consumed "off site" and may not be reimbursed
- A meal count must be taken at the point of service at the field trip.





Exception to Meals Onsite: Excessive Heat Waiver



- Outdoor feeding sites may operate as noncongregate sites on days when the NWS has issued:
 - Heat Advisory
 - Excessive Heat Warning
 - Excessive Heat Watch
- Must comply with congregate requirements on all other days of operations.
- http://www.weather.gov



Exception to Meals On-Site: Excessive Heat Waiver



- Must continue to provide all required components of a reimbursable meal
 - Carefully consider food safety issues and risks
- · Only one meal may be provided
- All meal counting, claiming, and monitoring requirements continue
- Site must be operated during the time frame approved
 - Meal/snacks cannot be condensed into 1



Excessive Heat Waiver Documentation Requirements

- Must complete an Excessive Heat Waiver Application and submit to the State Office
- Must submit via Monthly claim:
 - The specific dates participants were allowed to take meals offsite
 - The number of meals claimed that were taken off site
- Must maintain record from NWS of each advisory that meals were allowed to be taken off site
 - Screen print of Advisory with date



"Serve" Option



- · Each child receives all food items
- · Accountability confirms complete meal
- · Share table may be used for unopened food
- · Snacks must be serve only



7	7
4	_

Offer vs. Serve



- ALL sponsors are allowed to utilize Offer vs. Serve
- · OVS is not available for snacks
- A complete meals must be offered to all children initially





Offer vs. Serve - Breakfast



- · Three food components are required
 - 1 serving of fluid milk
 - 1 serving of fruit/vegetable
 - 1 serving of bread/bread alternate
- · Four different food items must be offered
- The 4th item can be a fruit/vegetable, bread/bread alternate, or meat/meat alternate
- · Can decline only 1 item for breakfast



A Reimbursable SFSP Breakfast



- Menu
 - Toast
 - Orange Juice
 - Milk
 - Cereal
 - A 4th item must be offered to allow the child a choice
- · Components
 - Grain/Bread
 - Fruit/Vegetable
 - Milk
 - Grain/Bread

Must select 3 items from the 4 items being offered



Offer vs. Serve – Lunch/Supper



- Five food items must be offered consisting of 4 food components
 - 1 serving of fluid milk
 - 2 different servings of fruit/vegetable
 - 1 serving of bread/bread alternate
 - 1 serving of meat/meat alternate
- · Child must select at least 3 components



A Reimbursable SFSP Lunch/Supper



- Menu
 - Ham & Cheese Sandwich
 - Pepper strips
 - Orange Wedges
 - Milk

- Components
 - Meat/Meat Alternate
 - Grain/Bread
 - Fruit/Vegetable
 - Fruit/Vegetable
 - Milk

Must select 3 food components



Non-reimbursable Meals



- · Incomplete meals
- · Meals not served as a complete unit
- · Child's food consumed by adult(s)
- Food items taken off-site in excess of sponsor's policy
- · Inaccurate meal counts



Site Caps



- · Maximum number of meals that may be served
- Maximum claim cannot exceed the meal cap X days served
- · Adjust estimate as needed



Recordkeeping



- · Not required to keep production records
- · Required:
- Menu with servings size of each item
 - Recipes
 - Invoices & Receipts
 - Record of meal counts taken daily at each site
 - Record of operating & administrative costs
 - Records of funds accruing to the program
 - Records of foods donated to program
- Records must be maintained for 3 previous years plus the current summer

Operating Costs



- Processing, transporting, storing and handling food
- Salaries of cooks, site personnel, and other staff
- Utensils, plates, and other nonfood supplies
- Maintenance and rented items

- · Kitchen utilities
- · Supervision of children
- · Site clean-up
- Transporting children to and from rural sites
- Meals that may be served to SFSP workers and volunteers



Administrative Costs



- Salaries of supervisory Building utilities staff, monitors, trainers, and office employees
- · Rental of offices, office equipment, and cars
- · Insurance costs
- Postage
- Audits
- · Travel costs
- Office supplies

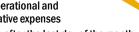




Reimbursement



- · Per-meal basis
- · Claim must be submitted each month
- · Reimbursement rates include operational and administrative expenses



- · File claims after the last day of the month
- · Claims may not be filed after 60 days
- · Amend claims up to 90 days from end of claim month



SFSP Reimbursement Rates - 2016



Combined Operational & Administrative Reimbursement

Breakfast Lunch/Supper

Rural/Self-Preparation Urban/Vended \$2.1325 \$2.0925

\$3.7450 \$3.6850 Snacks \$0.8875 \$0.8650

Obtaining Reimbursement for SFSP Meals: Per-meal basis

administrative expenses

Claim must be submitted each month Reimbursement rates to cover both operational



Questions on Meal Requirements?





Civil Rights



Goals



- To make SFSP benefits equally available to all
- To notify participants and families that the SFSP is a non-discriminatory federal program
- To ensure staff know and comply with Civil Rights requirements and procedures

Purpose:

Ensures compliance with and enforcement of the prohibition against discrimination in all nutrition programs

Policy



- USDA Protected Classes for Child Nutrition Programs
 - Race
 - Color
 - National Origin
 - Age
 - Sex
 - Disability



Iowa Protected Classes



- Persons with regard to issues related to creed, sexual orientation, gender identity, or religion
- · All SFSP must adopt both Federal and State classes





Civil Rights: Public Notification



- · Use nondiscrimination statement
- Contact organizations that serve minority populations
- Supply a media release to local media & upload copy with application packet
- All informational materials must include the following nondiscrimination statement:



Federal Civil Rights Statement





Persons with disabilities who require alternative means of communication for program information. Brailli, large print, audiotage, American Sign Language, etc.), should contact the Agency (State or where they applied be benefit. Individuals who are deal, Inde Obersing or have speech disabilities contact USA through the Federal Relay Service at 000 977-8339. Additionally, program informs may brand be written in language other than English.



Iowa Nondiscrimination Statement



"It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: https://icrc.iowa.gov/."



Civil Rights: Public Notification



- · If the material is too small to permit the full statement to be included, the material will at a minimum include:
 - "This institution is an equal opportunity provider"



- · Also allowed for Internet, radio and TV public service announcements
- Print size for either statement shall be no smaller than the text in the material



Civil Rights: Public Notification



- · Must display the "And Justice for All" poster
- Provide appropriate information in alternative formats for persons with disabilities
- Convey the message of equal opportunity in all photos and other graphics that are used to provide program information







Poster Source: Available through the Department of Education

or

http://www.fns.usda.gov/cr/ and-justice-all-posters



Civil Rights: Reasonable Accomodation



- · Take reasonable steps to ensure access
- · Meal modifications
 - Required to make substitutions to the meal pattern for participants with disabilities
 - Documentation required by a licensed physician or recognized medical professional
 - Food related disability & required accommodations
- Use appropriate signage for those with limited English proficiency
 - Accessibility of a translator
 - Availability of materials in various languages
- Prohibition of Separation by Gender



Assistance for Hearing Impaired



- · www.relayiowa.com
- Language line phone service may be available for a subscription fee through your local telephone service provider





Civil Rights: Data Collection & Maintenance



- Required to obtain data by racial and ethnic category on potentially eligible populations, and participants in their program
- Parents/guardians may be asked to provide this information as long as it is clearly stated:
 - It is strictly for statistical reporting requirements
 - Has no effect on determination of eligibility
- Self-identification or self-reporting is the preferred method of obtaining data
- Visual observations shall be used when the applicant does not self-identify

Civil Rights: Data Collection & Maintenance



- Two Question Format must be used for Race and Ethnic Categories
 - Ethnicity: to be asked first
 - · Hispanic or Latino
 - · Not Hispanic or Latino
 - Race: mark one or more
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White



\mathbf{a}	4
~	
_,	_

Civil Rights: Training



- · Staff need to be trained on an annual basis
- · Training must be documented
- · Can be included in general training
 - Collection and use of data
 - Effective public notification systems
 - Complaint procedures
 - Requirements for reasonable accommodations of persons with disabilities
 - Requirements for language assistance
 - Customer service



Civil Rights: Compliance Reviews



- · Sponsors should review Civil Rights at site visit
- Iowa Dept. of Education will review Civil Rights compliance during sponsor and site reviews
- Issues must be part of a documented corrective action



Examples of Civil Rights Noncompliance



- Denying an individual or household on the basis of a protected class
- Provided FNS program services in a dissimilar manner on the basis of a protected class (except as a disability accommodation)
- Selecting members for planning and advisory bodies in such a manner as to exclude on the basis of a protected class
- Selecting FNS program sites or facilities in a manner that denies an individual access to FNP program benefits, assistance, or services on the basis of protected class



Resolution of Noncompliance



- If noncompliance is indicated, corrective action must be taken immediately to achieve voluntary compliance within 60 days
- If voluntary compliance is not achieved, the Regional Office will be involved



Complaints of Discrimination



- · Must be filed within 180 days
- · May be written or verbal as well as anonymous
- · Make effort to obtain:
 - $\boldsymbol{-}$ Name, address, and phone number of complainant
 - Location and name of sponsor delivering the service
 - Nature of the incident or action
 - Date which the alleged actions occurred or duration of occurrences
 - Contact information of individuals who may have knowledge of the action

Civil Rights: Customer Service



- · All participants must be treated in the same manner
 - All receive same menu components, same amounts
 - All are included in meals, snacks, activities, and discussions
 - All receive positive comments, as well as constructive education regarding meal time, nutrition, manners, etc.
 - Standards of behavior are not based on membership in a protected class
- · Effective listening
- · Using fair and open questions
- Validating concerns
- · Empathize and educate



_	_
า	7
≺	-<
J	J

Equal Opportunity for Religious Organizations



- USDA funds cannot support any inherently religious activities such as worship or religious instruction
- Faith-based organizations can use space in their facilities to provide USDA funded service without removing religious art, icons, scriptures or other religious symbols
- No organization that receives direct financial assistance from the USDA can discriminate against a program beneficiary, on the basis of religion or religious belief

Questions on Civil Rights?







Appeal Rights



- The following State Agency actions may be appealed:
- Denial of sponsor's request for advance payment
- Denial of sponsor's claim for reimbursement
- Termination of a sponsor's participation in the program
- Denial of a sponsor's application
- Claim against sponsor for remittance of payment
- Refusal by SA to forward to FNS an exception request for payment of a late claim
- Appeal Procedures



What to Expect with a SA Review

- Observation of the service of meals
- · Review of..
 - Menus and Recipes
 - Procurement documentation
 - Delivery receipts of meals (vended)
 - Milk purchase receipts (self-prep)
 - Meal count forms

 - Inventory records of food (self-prep)
 Documentation used to establish eligibility
 - Copy of letter sent to Health Department
 - Civil Rights
 - USDA foods/Commodities receipts (if received)
 - Documentation of training of staff
 - Documentation of site visits
 - Outreach to families





Resources: IADE Summer Food Website https://www.educateiowa.gov/pk-12/nutrition-programs-0





Resources - USDA Summer Food Website http://www.fns.usda.gov/sfsp Summer Food Service Program (SFSP)

Benefits Increase participation by improving quality & appeal of meals Keep kids engaged through fun, hands-on activities Local foods span the entire meal tray From fruits & vegetables

to dairy, grains, meat, eggs, & beans

— Seasonal products are in their freshest state

USDA Farm to Summer Page http://www.fns.usda.gov/farmtoschool/farm-summer Community Food Systems 2 off Fam to School Staff Precuring Local Foods Prem to School Faming Tooks Press School Press Schoo



USDA Resource



- Support healthy habit and generate interest in your meal program
- · Six fun activity themes
- Step-by-step guide to lead games, activities, food tastings, and demonstrations



Six Themes



- Summer Meals, Summer Fun: sun-themed activities
- Stay Cool With Summer Meals: beat-the-heatthemed activities
- Movin' With Summer Meals: music-and-dance-themed
- Summer Meals, Summer Friends: friendshipthemed activities
- Let's Celebrate Summer Meals: holidaythemed activities (Memorial Day and 4th of July)
- Eat Smart To Play Hard: sports-themed games, exercises, and challenges



90

I TANK Supply Program Resource CACP Program Supply Program Resource CACP Program Supply Carry Carr

Program Reminders



- SFSP Applications are due by Monday, May 2^{nd}
- Submit to the State Agency (via Checklist):
 - Media Release
 - Health Department Notification
 - SFSP staff training agenda
- Advance requests must be noted in the lowaCNP following application approval

	35
3.32	
-	

Questions?



• Stephanie Dross stephanie.dross@iowa.gov • 515-281-4760



